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RECORDS ADMINISTRATION SERVICE

Records Report

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

FROM: Chief, Records Management & Distribution Branch

TO: Chief, General Services

SUBJECT: Weekly Report of Operations for the period ending 21 January 1953

A. Personnel

Personnel	On Duty	Vacancies	In Process
Office of Chief		0	0
Rcds. Mgt. Section		8	5
Rcds. Center Section		6	2
Mail Control Section		8	25
		22	32

25X1

1. No. on leave three days or more:
   Records Mgt. Section 0
   Mail Control Section 2
   Records Center Sec. 0

2. No. on special detail out of office 5. How long:
   Records Mgt. Section - 1 Full week
   Records Center Sec. - 2 Full week
   Mail Control Section - 2 Full week

3. Where: Four men in the Far East for microphotography work. One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment.
   Records Management Section - 0
   Records Center - 2
   Mail Control - 9

5. Specific cases on item 4 not in previous reports. None

6. New applicants interviewed. ONE None. Recruited by Personnel None
   Recruited by this office None ONE

ILLEGIB B. Administration and Problems:

Mail Control Section: O & M Services has forwarded to us 3500 posters depicting the correct manner of addressing intra-agency mail. The posters are being placed in all offices in which mail is being addressed. The supervisor and assistant supervisor are making the distribution and at the same time are checking on the service being given and discussing any problems brought to their attention. This week the offices in R and S and a part of QUARTERS I were visited. None of the offices had any unfavorable comment on the service.

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(1) Records Center: Microfilming was completed on the OCD/GR Source Control cards (IBM) file. There were 16,224 images filmed.

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APPENDIX B Week ending 21 Jan. 1953

	This Week	1st 6 Months
1. **Microfilming**		
Images filmed-Rotary Camera	20,020	21,300
Flat-bed Camera	3,092	13,000
2. Records Center		
Records received for processing and storage	20	—
References to record material	43	220
Records material destroyed	0	—
3. Supplemental Distribution Center		
a. New material for Stock:		
Information Reports	640	549
Intelligence Reports	37	63
b. Supplemental Distribution:		
Information Reports	459	229
Intelligence Reports	78	160
Notices	49	54
Regulations	1	145
Others	3	14
c. Initial Distribution:		
Notices	4	3.8
Regulations	0	1.3
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4154	5150
Outgoing	4976	6550
b. Postage expended	$682.73	$775.00
c. Scheduled Courier trips	161	220
d. Special Courier trips	56	33.4
e. Inter-agency mail by courier		
Incoming	1002	770
Outgoing	1525	1275
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	3	-
Available but delayed	0	-
Not available	3	-

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